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☐ W/O ATTACHMENT ☐ WITH ATTACHMENT ☐ W/O ATTACHMENT ☐ WITH ATTACHMENT

SUBJECT **Memo: Sub: Report of audit of Jordan Bureau, for the period 1 Aug 77-30 Sept 81**

INFO	ACTION	COMMENT	CONCURRENCE	PREPARE REPLY	RECOMMENDATION	RETURN	FILE
ROUTING	DATE	INITIALS	REMARKS				
1. DD/FBIS	12/16	<i>m</i>	<i>I agree with their recommendations - a long-standing problem. m</i> <i>2-3: Please arrange to have someone prepare a response, even if only an interim response, for my signature. n</i> <i>3-5 Per our discussion. RB</i>				
2. D/FBIS	16 Dec	<i>J</i>					
3. C/E+PS		<i>B</i>					
4.							
5. C/B+F	1/26	<i>ms</i>					
6. C/Admin	1/7						
7. B+F							
8. EX. REGISTRY							

FILE DISPOSITION *Accounting - Audit Report - Jordan Bureau*

RETAIN IN EXECUTIVE REGISTRY

FRIS REGISTRY ROUTING SLIP

(13-40)

11 December 1981

MEMORANDUM FOR: Director, Foreign Broadcast Information
Service

VIA: Inspector General *es*

FROM:
Chief, Audit Staff

25X1

SUBJECT: Report of Audit of Jordon Bureau, For the
Period 1 August 1977 - 30 September 1981

Subject report is attached for your information. Please
advise me of action taken on the recommendation.

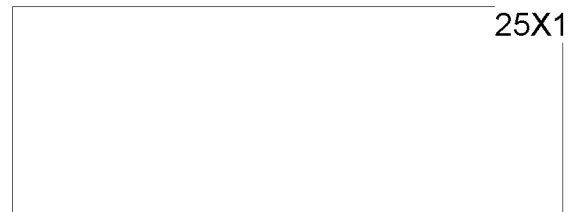
25X1



Attachment:
As stated

Distribution:
Orig. - D/FBIS
1 - DDS&T
1 - O/Compt/BMG
1 - D/Fin

25X1



WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

CONFIDENTIAL

CONFIDENTIAL

11 December 1981

MEMORANDUM FOR: Chief, Jordon Bureau - FBIS

VIA: Inspector General

FROM:

[Redacted]

25X1

Chief, Audit Staff

SUBJECT: Report of Audit of Jordon Bureau, For the
Period 1 August 1977 - 30 September 1981

1. Subject report is attached for your information.
The single recommendation resulting from the audit has been
referred to FBIS Headquarters.

2. We appreciate the cooperation and assistance
provided by your staff during the audit.

[Redacted]

25X1

Attachment:
As stated

Distribution:
Orig. - C/Jordon Bureau
✓ - D/FBIS

[Redacted]

25X1

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

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REPORT OF AUDIT
Jordan Bureau - FBIS

For the Period
1 August 1977 - 30 September 1981

BACKGROUND

1. The Amman Bureau of the Foreign Broadcast Information Service (FBIS) monitors broadcasts and publications originating in the Arabic Middle East, including those of the Palestine Liberation Organization.

25X1

SCOPE

3. The audit included a review of administrative functions to evaluate the effectiveness of controls and procedures and to assure compliance with applicable regulations. Financial and logistical transactions were tested to determine whether documentation, approvals and certifications were in accordance with accounting and reporting requirements and to ensure that expenditures were within the scope of authorized activities.

COMMENTS

4. Administrative controls, procedures and records were effective and in conformance with applicable regulations. Minor administrative matters were discussed with Bureau officials and resolved during the audit.

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SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

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5. One matter requiring further consideration involves the method of remitting insurance premiums for the Bureau's Foreign Service National employees. Every quarter a Bureau staff employee collects the insurance premiums in local currency. These premiums are payable at Headquarters only in dollars, so under the current procedure a Bureau staff employee must voluntarily accept the local currency and write a personal dollar check in equivalent amount to be pouched back to Headquarters; depending on the amount of premiums to be paid, two or more staff employees occasionally have to pool their checking account resources in order to write checks sufficient to cover the quarterly billing. In addition, it is necessary for a schedule to be kept to adjust for currency fluctuation from the time the local currency is collected to the time the premiums are paid. Any adjustments required are applied to the next quarter's billings. This ad hoc arrangement involving voluntary participation by individuals and use of their personal checking accounts needs to be replaced by an official means of payment.

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Recommendation (For FBIS Headquarters):
Develop and implement an alternate FSN insurance premium payment procedure which does not involve staff employees using their personal checking accounts.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Report of Audit of Jordan Bureau - FBIS

FROM:

Audit Staff
1201 Key

EXTENSION

NO.

DATE

14 Dec 1981

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. IG
6E19 Hqs14 DEC
198114 DEC
1981

JCR

2.

3. D/FBIS
212 Key

16 Dec 81

J

4.

5. FBIS/Reg

6.

7.

8.

9.

10.

11.

12.

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